

MEMORANDUM FOR EXECUTIVE TEAM

COMMANDER, DEFENSE CONTRACT MANAGEMENT
COMMAND
DEFENSE DISTRIBUTION CENTER
DEFENSE SUPPLY CENTERS
DEFENSE REUTILIZATION AND MARKETING SERVICE
DEFENSE ENERGY SUPPORT CENTER
DLA EUROPE/PACIFIC
DEFENSE LOGISTICS INFORMATION SERVICE
ADMINISTRATOR, DEFENSE AUTOMATED PRINTING
AND SUPPORT CENTER
DEFENSE NATIONAL STOCKPILE CENTER

SUBJECT: Implementation of the New DoD Defense Travel System

The Department of Defense (DoD) reengineered temporary duty (TDY) travel. This reengineering effort will streamline the procedures used to approve DoD travel and to reimburse travelers, and simplified the entitlements and statutory requirements associated with TDY travel. The underlying principles of the reengineering effort are to consider travelers and their supervisor's honest employees, appoint supervisors responsible for authorizing travel and their travel budget, and to automate the currently manual travel processes. The reengineered process will support mission requirements, reduce costs, and provide superior customer service.

Everyone in the DoD will use TRAVEL MANAGER, the new automated travel system. However, each Defense Travel Region (DTS) may have a different Commercial Travel Office (CTO) provider; e.g., SATO, Carlson-Wagonlet, etc).

The first travel region, the Defense Travel Region 6 or DTR 6, is scheduled for implementation FY99-FY2000. DTR6 consist of the following states: Iowa, Illinois, Indiana, Kentucky, Nebraska, South Dakota, North Dakota, Wisconsin, Missouri, Michigan, Minnesota. The remainder of the CONUS/ OCONUS implementation is scheduled for FY2000-02, based on the expiration of CTO contracts currently implemented.

All employees will be trained on the new automated system and versed on the new travel entitlements.

Because travel has been reengineered we in DLA must be prepared to go through a culture and process change that will better meet the DLA mission and save funds.

Since the DTS crosses many functional areas, e.g., transportation, information technology, finance, etc.), HQDLA established a Travel Reengineering Team, with Deborah L. Beckner, DLSC-LDT, as the DLA Travel Program Manager. More information on travel reengineering efforts may be found on the DTS homepage at www.dtic.mil/dodtravel or on DLSC's homepage www.supply.dla.mil/travelpage.

These are exciting times! I look forward to your cooperation in the implementation of DoD's Defense Travel System.

SIGNED (3/8/99)

BENNIE E. WILLIAMS
Colonel, USA
Chief, Transportation (Policy)